

Rhode Island Health Professional Loan Repayment Program (RI HPLRP)

BOARD MEETING MINUTES

June 17, 2013

BOARD MEMBERS ATTENDING:

Michael Fine, MD Chair, RI Department of Health (HEALTH)

Steven Brown, DMD RI Dental Association

Linda Gillette Warren Alpert Medical School at Brown University

Jane Hayward RI Health Center Association

Linda Makhlouf RI Higher Education Assistance Authority

Donna Policastro, APRN-BC RI State Nurses Association

Ruth Ricciarelli Hospital Association of Rhode Island

Mary Sullivan, Ph.D. URI College of Nursing(via conference call)

BOARD MEMBERS UNABLE TO ATTEND:

Steve DeToy RI Medical Society

STAFF TO BOARD:

**David S. Robinson, Ed.D, Office of Primary Care & Rural Health,
HEALTH**

Monica B. Tavares, Office of Primary Care & Rural Health, HEALTH

HEALTH DEPARTMENT REPRESENTATIVES:

Steve Morris HEALTH

Deborah Garneau, MA HEALTH

Ana Novais, MA HEALTH

I. Meeting called to order at 9:00a.m.

Open Meeting/Old Business

**The board reviewed and approved the meeting minutes for May 2,
2013.**

II. Application Rating and Scoring Procedures

David Robinson presented to the board a template for assessing the

candidates. The template included a rating criteria, scoring worksheet and rubrics. Dr. Robinson explained because funds had to be obligated by August 30, 2013, and to follow HRSA's regulations, staff developed recommendations according to previous history of the program and mandated regulations. However, the board may want to make recommendations to develop a new system of assessing the candidates. Dr. Robinson provided the board with a packet including the following documentation:

- Draft Scoring Procedures – defined the criteria and how each section was scored.**
- Scoring Criteria Worksheet – included 6 scoring criteria.**
 - 1. Community Needs Index (CNI) – Factors used to calculate CNI are: Economic, Disparities, Children, Elders & cancer.**
 - 2. Essay – Value of educational and practice experience and knowledge of populations and community.**
 - 3. Populations Served at Practice Site – May include Medicare/Medicaid, indigent or other populations.**
 - 4. Percentage of Special Populations – E.G. homeless, migrants developmentally, disabled & mentally ill.**
 - 5. Linguistic Capability – Can speak a language other than English.**
 - 6. Length of Service at Practice Site – Start date of employment to present.**
- Rubric for Assessing Score on Essay – Value of educational experience, value of practice experience, valuing of and knowledge of community and commitment to underserved population.**

A motion was made and unanimously approved to accept these as criteria to be used in the evaluation of the applications submitted.

Dr. Fine suggested two motions for the next loan repayment cycle.

The first motion was to develop criteria for population health performance at the practice the professional has been on and see how that compares to the population health performance of other providers in that practice. This motion was unanimously approved.

The second motion was to research and develop criteria that predict whether professionals will stay in place serving the underserved. This motion was unanimously approved.

Applications Received and Reviewed for Completeness and Eligibility

Dr. Robinson explained that the Primary Care Office received 18 applications (8 complete, 8 incomplete and 2 ineligible). The board discussed whether to allow more time to complete applications. Dr. Fine explained in other parts of the Department of Health, applicants are notified of missing information and given an opportunity to complete it. Applicants are given 1 or 2 opportunities to make applications complete with a time limit.

A motion was made and unanimously approved to: 1. create a process to reject applications that are ineligible. 2. Offer applicants 10 business day's period to get applications to complete. 3. Reject

applications that are incomplete if they remain incomplete.

Upon discussion, board members reconsidered the proposals based on the application checklist of all required elements and legal issues stemming from the eight applicants who submitted complete applications.

A motion was made and unanimously approved to reconsider the older approved motion, and to accept the list as submitted, rejecting candidates with incomplete or ineligible applications.

Open Meeting Act

Steve Morris explained Open Meetings Act (42-46-5), Executive Sessions and List of Exceptions allowing closed sessions. He stated he couldn't find a section the board discussions could fall under, so whatever discussion is to take place will have to be in open sessions.

He explained that would probably raise questions regarding the applications due to all of the personal information, i.e. SSN, etc.

Mr. Morris further explained the applications could go under another exception under the Access to Public Records Law. The applications and everything that is on them is open to the public, but it does not mean we publish the applications. It simply means that if someone asks to see them or if every applicant for example that submitted wanted to come in and listen in to what went on they could. Personal Identifiable Information the public does not have access to, it can be protected under Access to Public Records Act (APRA). However, applications brought up in open meetings are subject to be looked at

under the Open Meeting Laws (OML). Personal notes can be made private. After the close session ends, the board will need to go to an open session, disclose through a vote (what was voted on and the number of people who voted) what was discussed in the close session. The board had a discussion and thought the close session could go under a couple of exceptions and made the following motion:

A motion was made and unanimously approved to adjourn to closed session under section A1 and 4 of 42-46-5 to protect disclosure of confidential personal information about job performance.

At the conclusion of the closed session, the board moved and unanimously approved a motion to adjourn closed session and move to open session and to report out the candidates whose application were approved by board.

A motion was made and unanimously approved as follows: Should there be issues or complaints against the professional, the applicant shall come back in front of the board on July 22nd for re-consideration before the award is made.

Dr. Robinson read the HPLRP Board approved awards for the following applicants (below) pending review of the Division of Professional Regulation Complaints and Actions and subject to default in student loans.

Name Award Amount

1. David A. Sam \$35,000

2. Eric N. Berard \$35,000
3. Altug Koymen \$27,500
4. Adedamola Solawon \$27,500
5. Alice S. Eyo \$27,500
6. Emily M. White \$35,000
7. Nicole J. Saquet \$35,000
8. Maeve D. Bennett \$27,.500

The staff will review awardees' complaints and actions listings and if cleared, will first forward their information to RIHEAA for verification that student loans are not defaulted.

A motion was made and unanimously approved to ask DOH Communications Department in collaboration with the RI Health Center Association and sponsors to put an event together to announce and distribute the awards.

Rejected applicants are to get letters today or tomorrow. Accepted applicants are to get letters as soon as they pass the two tests.

D. Next Steps

- Staff to research evidenced based criteria for next year's ranking.
- Next HPLRP Board Meeting is on July 22, 2013

The meeting was adjourned at 11:00a.m.